



*"People
helping people
help
themselves"*

Mitchell E. Daniels, Jr., Governor
State of Indiana

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Anne Waltermann Murphy, Secretary

October 30, 2009

To: Indiana ATR Providers

From: Eric Scott, Program Director
Indiana Access to Recovery

Re: Memo 027 – Clarification on Contact Log/Encounter Note Requirements


It has come to our attention that the requirements for the Clinical/RSS Client Contact Log, RC Client Contact and Administration Log, and WITS encounters require clarification. This memo specifically pertains to the **contact log and encounter note** requirements. For all contact log notes and WITS encounters notes, at least two substantive sentences must be present for each service provided. For providers that batch their contact log notes and bill on a weekly basis, a substantive note must be provided for each date of service. The ATR state office considers a note substantive when it is client-specific and contains, at minimum, the following information:

- **What occurred** during the session
- **What was the goal** of the interaction
- **What is next** for the client

This is valuable information in considering a client's progress in the ATR program. Your agency may have the client contribute to the note, which has been shown to work for some ATR housing assistance and clinical providers. If you choose to have the client contribute, please review the note with the client and verify that it contains the minimum information. Effective November 6, encounters reviewed during adjudication or contact logs/encounters reviewed during compliance checks that do not contain a substantive note will be considered insufficient. A pattern of insufficient notes could result in suspension or required submission of a corrective action plan.

Please contact your county representative if you have questions about this policy clarification.

Thank you,


Eric Scott
Program Director
Indiana Access to Recovery, Division of Mental Health and Addiction

Cc: Diana Williams

